

Grading a Journal

1. Login to the Bb Learn system and go to your course.
2. Locate the **Course Management Control Panel** under the left hand menu and click on **Course Tools** to expand the drop-down list.
3. Click on **Journals**.
4. On the **Journals** listing page, click on a Journal title.

How to Grade Journal Entries for Individuals

5. Click on the **Journal** topic page, choose the Journal entry or entries to grade by selecting the user's name in the side panel under **More Journals**. The user's Journal entry or entries open in the content frame.
6. Under **Journal Grade** in the side panel, click Edit **Grade**.
Enter a grade in the **Current Grade Value** text box, or if a Rubric has been created for this graded Journal, click **View Rubric**. Please note that if a Rubric will be used to grade Journal entries, it must be created and added in advance.
7. Optionally, type **Feedback** for the user and **Grading Notes**, which appear to the Instructor and Grader only.
8. Click **Save Grade** to add the **Grade**, **Feedback**, and **Grading Notes** to the **Journal Grade** section and to the **Grade Center**.

How to Grade Journal Entries for all Group Members

A **Group Journal** is graded following the same steps as for an individual. When the entries are submitted, all Group members' names appear with the exclamation mark, the needs grading icon. When a grade is added for a **Group Journal**, the grade is automatically given to all the members of the Group and is populated in the corresponding column in the **Grade Center** for each Group member. All members are assigned a grade, regardless if a member did not contribute. The Instructor can read all the entries for the **Group Journal** and add one grade on the **Group Journal topic** page.

Students can view their **Group Journal** grades in the **My Grades** tool and on the **Group Journal topic** page by selecting their names.